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31 July 1947

**CONFIDENTIAL**

Transmitted herewith for your consideration, and such action as may be deemed appropriate, are General Regulations No. 103, issued by the General Accounting Office on 2 May 1945, relating to official petty purchases, and a supply of the vouchers (Standard Form Nos. 1129, 1129a, 1129b, 1129c) prescribed for use in connection with the regulation.

General Regulations No. 103 appears to be sufficiently clear so that it need not be supplemented by additional detailed information with respect to the contents thereof; however, from a CIG policy standpoint, it is necessary that the following procedure be adopted:

1. Expenditure by direct purchase shall be made under the regulation only in case of an emergency when it is not feasible to effect procurement through normal channels. Such purchases shall be from personal funds.
2. The chief, or acting chief, of the office shall designate, in writing, an employee of the office to make petty purchases, should the need arise, over a period of one calendar month. Only one employee may be authorized to carry out this function during a month; however, the same individual need not be designated each successive month. The designation shall be prepared in triplicate, a signed copy to be attached to the original voucher and the memorandum copy of the voucher, the remaining copy to be retained in the office files. The original voucher, and memorandum copy thereof, shall be forwarded, with proper attachments, to the Budget and Finance Branch, CIG, for payment at the close of the month to which it applies.
3. A maximum outlay of \$5.00 per item shall be adhered to, and the total monthly expenditure shall not exceed \$50.00. Should an emergency arise where an expenditure in excess of \$5.00 would be necessary a request for instructions should be directed to the Supply Division of the Services Branch.

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For budgetary purposes it is requested that you immediately notify the Budget and Finance Branch, CIG, as to your intent in this matter. If you feel a need for establishing an emergency petty purchase procedure in accordance with the above, an estimated total monthly figure should be furnished.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

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Colonel, AGD  
Executive for Administration  
and Management.

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CONCURRENCE:

E. R. SAUNDERS  
Chief, Budget & Finance Branch

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c.c. Signer's copy  
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